

Judiciary and Law Enforcement Committee Meeting Minutes – Monday, April 30, 2004

Chair Mitchell called the meeting to order at 8:30 a.m. and Supervisor Swan led the committee in the Pledge of Allegiance.

Present: Chair William Mitchell, County Board Supervisors Kathleen Cummings, Keith Harenda, Mareth Kipp, Carl Seitz, David Swan and Jean Tortomasi. Supervisor Harenda left the meeting at 8:52 a.m. due to illness.

Staff Present: Chief of Staff Lee Esler, Legislative Policy Advisor Dave Krahn, Legislative Policy Advisor Mark Mader, Office Services Coordinator Windy Jicha.

Also Present: Clerk of Courts Carolyn Evenson, Business Manager Bob Snow, Sheriff Dan Trawicki, Deputy Inspector Steve Marks, Register in Probate Sally Lunde, Chief Deputy Clerk Diane Bird, Chief Deputy Clerk Carol Stigler, Clerk of Juvenile Court Linda Martinez, Jury Coordinator Cheryl Gallo.

Committee Liaisons

Local Emergency Planning Committee – Supervisor Cummings said there was an emergency exercise in March at Templeton High School. The exercise consisted of three SWAT teams, 14 fire departments and the local hospitals. The exercise simulated the release of a bioagent. The exercise continued the next day as a tabletop exercise for hospitals to “treat victims.” Maleug will share an expanded update on the event at a later date. The next meeting is June 17 at 1:30 p.m.

SOPHIA - Kipp said SOPHIA is a faith-based program and a descendent of the Wisdom Program. The group supports affordable housing, treatment versus incarceration, youth programs such as teen centers, etc. Kipp said she hopes this program coupled with the efforts of CJCC will help reduce the number of people in our jails. They are having a kickoff in September called Rolling Thunder. Kipp wants to become involved in the programming side of SOPHIA.

Future Agenda Items

- Update on the Communication Center
- Monthly Reports on Jail Construction

Future Meeting Dates

- May 14
- May 28
- June 11
- July 9
- July 30

Committee Welcome and Opening Remarks by County Board Chairman Jim Dwyer

Dwyer congratulated the committee members on their (re)election to the board. The committee has an awesome task in front of them during the next two years. The Judiciary and Law Enforcement Committee oversees the highest levy departments in the county. It will be an educational experience for the committee members to learn more about the departments’ budgets and to explain to the entire board what is going on in the departments. Dwyer is looking forward to the upcoming term and feels that it will be very successful.

Public Comment

Trawicki and Marks introduced themselves. Trawicki said the Sheriff’s Department is fortunate to have a good working relationship with the committees and board. He hopes that committee members will become involved in his department and learn what they do. The Sheriff’s Department is more than the jail. In the next budget, the committee will see increases in health insurance costs for inmates at the jail. At some point, you can’t give the same service for the same cost. There are times when you have to give less service for the

same cost. He welcomes comments and criticisms and is happy to work with the committee.

Correspondence

Letter from Sheriff Trawicki to Finance Committee Chair Pat Haukohl regarding the use of seized funds by the Sheriff's Department.

Nomination and Election of Committee Vice-Chair and Secretary

MOTION: Harenda moved, Seitz second, to elect Supervisor Cummings as the Committee Vice-Chair of the Judiciary and Law Enforcement Committee. **Motion carried:** 7-0.

MOTION: Seitz moved, Harenda second, to elect Supervisor Kipp as the Committee Secretary of the Judiciary and Law Enforcement Committee. **Motion carried:** 7-0.

Supervisor Harenda left the meeting at 8:52 a.m. due to illness.

Discuss Committee Duties and Responsibilities as Contained in the Code of Ordinances

Esler reviewed the duties and responsibilities of the committee as found in the County Code. The uniqueness of this committee is that it doesn't oversee any departments but rather offices. The committee has interactions through a committee member who is a liaison to the Local Emergency Planning Committee that is staffed by Jim Maleug. Maleug is also the head of local emergency government in Waukesha County in case of emergency or in the instance of martial law. The mechanics are in place for several contingencies.

Esler said he is here as a resource to the committee along with Legislative Policy Advisors Krahn and Mader. Public Safety issues are the responsibility of this committee. Esler anticipates some reorganization of what County Board committees have oversight over once the Communication Center is running.

Introduction of Circuit Court Services Departmental Staff and Overview of Department

Snow said the Administrative Services Division provides support for all Circuit Court Divisions. This division takes care of the business, capital and financial functions, accounts payable, payroll, state versus county funded processes including grants, coordination of high-level policies including courthouse security, etc. The jury management unit falls in this division. The courts maintain a separate computer network from the county through a state system.

Bird explained that she is the Chief Deputy Clerk for the Civil and Family Division. This division includes 2.5 judges in Family Court and 3.5 in Civil. One judge has halftime duties in both Civil and Family. There are 30 different class codes handled in civil courts including small claims, which had 6,300 cases filed in 2003. Family Division deals with divorce, maintenance and support, paternity and anything else that deals with families. Evenson said the court's Self-Help Center is located in the Family Division.

Stigler said she is the Chief Deputy Clerk of the Criminal Traffic Division, which includes five judges and court commissioners. This division handles all criminal complaints and traffic and ordinance citations for the county, state patrol and some municipalities. There are 30 support staff and two supervisors in this Division that deal with staff from the District Attorney's office, probation and parole, public defenders, jail and outside agencies. They are working with the Sheriff's Department in the conversion to Spillman and soon will work with the District Attorney's office on the conversion to PROTECT. Evenson said millions of dollars are filtered through this department to cover bail forfeitures, fines, etc. There is a strong collaboration with the Collections Division in the Department of Administration in order to secure funds on delinquent collection cases.

Martinez distributed and reviewed a handout titled, General Overview of Juvenile Court Office. Martinez said she is the Clerk of Juvenile Court in Waukesha County. The judges appoint this position, which is located at the Juvenile Center. For convenience, Juvenile Court shares a building with the Detention Center. The Juvenile Court office processes all juvenile matters with the exception of juvenile traffic issues, which go through Criminal Traffic. All issues addressed in Juvenile Court are confidential and cannot be released without the permission of the courts. The District Attorney's office, Corporation Counsel, Health and Human Services, public defenders and the general public are the basic customers of this division. A court commissioner does all temporary custody hearings, plea hearings, citations and probable cause hearings.

Lunde said she is the Register in Probate. Lunde said she is an attorney and office manager of cases that go through probate. The office coordinates the judicial activities, administrative functions and financial management of the Probate Court including the opening, closing, maintenance and preservation of all files dealing with probate proceedings. This includes estate proceedings, trusts, adult guardianships and protective placements, adult adoptions, adult civil commitments and juvenile guardianships of the estate. These cases are maintained in accordance with federal and state law, and county policies and procedures. There are eight staff in this program which includes the Register in Probate, two deputies in probate, two program assistance and three clerks.

Swan asked about the conversion process of PROTECT and Spillman. Stigler said CCAP has worked with Spillman and PROTECT programmers to make the conversion work. When you have canned packages and try to specialize them, there are always difficulties. She is hopeful there will be good, working software in the end. Each office needs specializations. She is hopeful the specializations will be programmed effectively so they can continue doing successful work. Evenson said there is recognition at the state level that all agencies need to be able to talk to each other. CCAP is working with many agencies to allow them to share information back and forth. Evenson said she will come before the committee again to talk about key initiatives achieved in 2004.

Evenson said a grant proposal was sent out to get funds to expand the courts self help Website. They expect to get the results in May. The expansion of the website allows someone to begin the process of filing for divorce through the Website by completing a questionnaire and printing out the results. They are offering the interactivity of the site to the entire state.

Consider 2003 Waukesha County Annual Jury Report

Evenson explained statistical information on jury selection found in the report. The table on page two shows the number of jurors qualified, summoned and selected for the 2002/2003 jury-year based on responses to the questionnaire. Evenson said Gallo doesn't have the power to permanently remove anyone from jury duty because only judges can make that decision. People are randomly selected for jury duty through records provided by the Department of Transportation.

Gallo said this is the first year they implemented a second mailing to find out why questionnaires had not been returned. They received many responses from people saying they never received the original mailing. The letter reminded jurors there is a penalty for failure to complete and return the questionnaire.

Evenson said they implemented an online jury questionnaire to provide a quick and efficient process for potential jurors and also to save postage costs. Nearly 8% of all returned jury questionnaires were received via the online option. CCAP developed a statewide online questionnaire for 2004 based on the Waukesha County process. Completion of these online forms eliminates the need for staff to data entry the hard copy responses.

Evenson said costs for soda for jurors was reduced by more than \$900 in 2003 as a result of securing a new soda vendor. Gallo investigated options and worked with purchasing to secure a new vendor. They also reduced the term of service for jurors from one month to two weeks. Gallo said we are now able to accommodate all ADA requirements.

Kipp said she noticed that with some judges there is a large time difference between the jury schedule and the time the jury is called. How can this be addressed? Evenson said timing depends on the type of case. There are reasons beyond control for delays and judges have different styles. Sometimes, there are delays due to attorneys or witnesses arriving late. Gallo said her job is to take care of the jurors. She has no control over the scheduling. Gallo said she relays as much information as she can to jurors.

Discuss Ideas to Set Priorities for 2004

Mitchell suggested the committee members to get a feel for the areas it has purview over by having educational presentations at every meeting in addition to ordinances. We will look at how tax levy is used. The committee suggested the following ideas for committee review:

- Federal and state prisoner programs
- Progress on the building of the jail
- Jail statistics
- Metro Unit
- Canine Unit
- Budgetary Issues
- Telephone System Update
- CJCC Updates
- SOFIE

Legislative Update

Krahn distributed a handout titled, "Utah: The Utah Day Reporting Center – Success with Alternative Incarceration." He said this is an issue the CJCC should look at in the future.

Krahn distributed the 2003 State Legislation Chart for the Judiciary Committee. He said the 95th legislature has completed its work. Krahn briefly discussed the following bills: AJR 10, AJR 15, AB 61 (ACT 48), AB 616, AB 658, AB 923, SB 518 and AB 666.

Motion to Adjourn

MOTION: Seitz moved, Kipp second, to adjourn the meeting at 11:20 a.m. **Motion carried:** 6-0.

Respectfully submitted,

Mareth K. Kipp
Secretary